

**CENTRAL MANCHESTER UNIVERSITY HOSPITALS NHS  
FOUNDATION TRUST**

**Declaration of Interest Form**

(Please print in BLOCK CAPITALS)

**Name:**.....

**Division:**.....

**Directorate/Department:**.....

**Signature:**.....

**Date:**.....

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.As an employee of Central Manchester University Hospitals NHS Foundation Trust you are required to declare, on an annual basis, any interests under the following sections, in accordance with the Code of Conduct:

- Business interests of yourself, your partner or spouse, which are, or may be relevant to, the work of Central Manchester University Hospitals NHS Foundation Trust or *your* work within the organisation.
- Details of any other employment you have or may undertake.
- Any gifts or hospitality offered to you, whether accepted or not.

If at anytime your declaration changes and you are affected by one or more of the above you must complete this form at that time, and in any instance that you feel appropriate.

Business Interests Relevant to the Work of the Organisation

Please give details of any relevant business interests held by you or your associates:

Name of Organisation: .....

Relationship:.....

When did business interest begin?.....

How is this relevant to the work of the organisation?

.....  
.....  
.....  
.....

Additional Employment

There should be no conflict of interest between your duties and any other job. If you have another job but there is no conflict of interest, you must still declare it below.

Employer:.....

Your post: .....

Date employment began:.....

Hours and time worked:.....

Gifts and Hospitality

**The underlying principle is that staff who have any doubt about whether their official position would be placed at risk should seek guidance from their Line Manager/Clinical Lead. It is an offence for staff to accept any gift or consideration as an inducement or reward. The only exceptions are token gifts of gratitude from patients or articles of low intrinsic value, such as diaries or calendars from suppliers. In cases of doubt, staff should either consult their Line Manager or politely decline acceptance.**

Details of gifts or hospitality:

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.....  
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Value (where known):

.....

Date offered:.....

By whom (please give as much detail as possible):

.....  
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***The Bribery Act 2010***

*The Bribery Act 2010 came into effect on the 1st July 2011 and made it a criminal offence to give promise or offer a bribe, and to request to agree to receive or accept a bribe, either at home or abroad. It also includes bribing a Foreign Official. It will increase the maximum penalty for bribery to ten years imprisonment with an unlimited fine. The Act also introduced a corporate offence of failing to prevent by bribery by the organisation not having adequate preventative procedures in place. An organisation may avoid conviction if it can show that it had procedures and protocols in place to prevent bribery. The organisation should carry out assessments of the risks of bribery and corruption in its business on a periodic basis. Procedures will be put in place that are proportionate to the bribery risks identified and for the*

*Trust this will include information on the Trust's intranet and internet sites and additions to the Standing Orders (Standards of Business Conduct) and the declaration of interest and gifts and hospitality form.*

**Declaration**

I have read and understood the Code of Business Conduct as it relates to Conflicts of Interest, Personal Activities and Hospitality. I understand that failure to abide by the Code will render me liable for disciplinary action, including termination of employment.

I declare that the information I have provided on this form is correct and complete.

Signature:.....

Print Name: ..... Date: .....

Line Manager to complete:

Declaration is **Acceptable/Unacceptable** (please delete as appropriate)

Comments:

.....  
.....  
.....  
.....

Signature:.....

Print Name: .....

Date: .....

Thank you for completing this form, please ensure that it is returned, fully completed and signed, to your Line Manager, with a copy forwarded to the Director of Corporate Services, Cobbett House, Trust Headquarters, MRI.

**N.B: If there are no interests/hospitality or gifts to declare, a declaration of interests form does NOT need to be submitted.**

# Hospitality Register

Name member of staff	Person or Organisation Making the Offer	Circumstances in which the offer was made	Gift/Hospitality (given/received), Contractual Interest, Sponsorship etc involved	Date given /received	Action taken	
					By Staff member – Declined/Accepted	Approved by manager (name/position)

